



USAID | AFGHANISTAN

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The United States Agency for International Development (USAID) Afghanistan is seeking applications for the position of **Voucher Examiner** - Office of Financial Management.

JOB SUMMARY: The incumbent will be responsible for payment processing of difficult and complex invoices. This includes requests for payment of goods and services, including OE-funded vouchers with a number of payees and/or multiple appropriations. Acts as a compliance agent assuring that established controls prevent improper or duplicate payments and comply with the Prompt Pay Act. Processes biweekly payroll for internationally-recruited Personal Service Contractors. This includes accounting for health insurance premiums, pension plan contributions, and federal tax payments to the Internal Revenue Service. Examines and processes transportation vouchers received from moving and storage companies, travel agents, and airlines. Processes both domestic and international travel reimbursement vouchers that contain most types of U.S. Government travel including home leave, medical travel with or without attendant, and post assignment travel. Determines if a travel advance was issued and computes the amount due to traveler or the US Government. Prepares less complex administrative type SF-1034 vouchers for vendors. Contacts contractors, vendors, and employees both in writing and orally to provide guidance, to interpret the Agency's voucher auditing requirements, and/or to request additional information regarding requested payments. Receives petty cash documents and enters these disbursements into the accounting system, Phoenix. Performs other duties required in order to maintain official operations of the office and any other functions deemed necessary by the Chief Voucher Examiner and the Deputy Controller.

EDUCATION: University degree in related field (Accounting/Business Administration/Economics) is required.

EXPERIENCE: Three to four years of progressively responsible experience in voucher examining, accounting and related fiscal work is required.

LANGUAGE: Level IV (fluent) of English and Dari and/or Pashtu is required.

KNOWLEDGE, ABILITY AND SKILLS: Knowledge of Financial Management and Accounting Systems required. Ability to read, comprehend, and logically apply complicated regulations, directives and procedures relating to the voucher examination process is essential. Excellent interpersonal skills and ability to explain regulations to the customers is essential.

COMPENSATION PACKAGE

Position Grade Level: FSN-7. Starting salary and grade will be determined on the basis of qualifications, work experience and/or previous/current salary history. It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability or sexual orientation.

HOW TO APPLY

Interested internal candidates can either drop their applications (complete CV along with a cover letter) at the box placed in the counter of Executive Office Secretary or send it to the mailbox ofm0862@usaid.gov. Please note that Applications without USAID Employment Form will not be entertained. Closing date for submitting application is **May 15, 2008**.